

JOB TITLE

HandsOn Program Associate (Adult and Family Programs)

LOCATION

Battle Creek, MI

COMPANY DESCRIPTION

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) partners across all sectors year-round to achieve measurable progress towards specific goals in Education, Income and Health -- the building blocks for a good quality life. With currently \$12 million dollars in investments under management, our organization stands in the top five percent of United Way organizations nation-wide in its efforts to fund and contribute to programs supporting these building blocks in our specific region— sustaining a movement to change the story in our community ... one life at a time..

JOB DESCRIPTION

Position Summary: This position is responsible for planning and executing all volunteer services programs with a focus on adult and family programming.

Job Duties:

- Participates in community activities, as well as actively engage volunteers, community organizations, and local companies around volunteer activities and programs.
- Develops the essential knowledge of the agency's volunteer database
- Recruits, matches, and places adult and family volunteers with appropriate placements
- Manages the United Way of the Battle Creek & Kalamazoo Region Days of Caring programming Battle Creek
- Plans and implements projects for national days of service (Martin Luther King, Jr. Day of Service, Make a Difference Day, Etc.)
- Serves on local festival committees (Cereal Festival, International Festival of Lights, etc.)
- Works cooperatively and in partnership with other agencies and organizations
- Coordinates local volunteer coordinator meetings
- Represents the organization at community events, workshops, and presentations
- Collects and reports data for state association quarterly reports and HandsOn Network annual reports and assists with grant reporting.
- Contacts organizations that are not currently active partners and encourages them to utilize HandsOn Battle Creek's services.
- Recruits new agencies to register their volunteer opportunities on the HandsOn website
- Responds to inquiries from volunteers looking for opportunities. Works to match the skills and abilities of individual volunteers with the organizations that need support.
- Ensures that donor contributions, compensation, and other financial data are kept confidential.
- Develops and refines service projects for interested groups
- Manages volunteer recruitment for UWBCKR-led programs
- Coordinates event planning and facilitates execution
- Manages HandsOn Battle Creek's website and provides training for partner organizations
- Participates in strategic planning
- Performs data collection/reporting
- Supervises part-time staff
- Monitors and refines environment for optimal corporate and employee volunteer engagement
- Performs other related duties as assigned.

QUALIFICATIONS

- This individual must be highly motivated, dynamic, and able to build positive, productive, long-term relationships with community organizations and individual volunteers.
- Previous experience working with volunteers.
- Experience in event management
- Outgoing personality that works well with a variety of people

- Self-motivated and able to plan and execute own workload
- Excellent communication skills (including oral, public speaking and writing)
- Ability to work in a team environment
- Strong working knowledge of Microsoft Windows including: Word, Excel, Outlook, and PowerPoint programs. Experience working with the Internet and website functionality is required.
- Personal volunteer experience is a plus.
- Strong written and verbal communication skills are required in order to communicate effectively both inside and outside of the organization
- Excellent organizational skills are necessary in order to support the division, schedule events, and multi-task effectively.
- Bachelor's degree in human services, communication, marketing, or a related field is preferred.
- Positive, professional personality that appropriately represents the United Way.
- The ability to maintain the confidentiality of highly sensitive information.

ADDITIONAL INFORMATION

All your information will be kept confidential according to EEO guidelines. Please send your resume and cover letter to rstull@uwbckr.org.